FLOW IN WITHDRAWING FROM THE PROGRAM/COURSE

MTG HEALTHCARE ACADEMY

Report from the Instructor (3 consecutive absences) → Student will be notified (1st Letter)

Student will be notified (1st Letter) → Process must happen within 15 days

Student will be notified (1st Letter) → Meeting w/ the School Coordinator

Process must happen within 15 days → **If NOT resolved**

Meeting w/ the School Coordinator → **If resolved**

Meeting w/ the School Coordinator → **If NOT resolved**

If resolved → 1. Academic Advising 2. Promissory Note → Challenge missed exams and attend class if passed the exam(s)

If NOT resolved → 2nd Letter will be sent and/or apply for LOA (Leave of Absence) → Copy of letter to Finance regarding Student Loan → **(if no response)** 3rd Letter of Termination wlll be mailed and considered as withdrawn → File to Finance to contact/report to Student Aide (re: Loan)